

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**December 18, 2014**

1. **Meeting Called to Order** at 1:06 p.m. by Board Chairman, Leon Wolfe, at the Health and Human Services Building, 303 W. Chapel St., Dodgeville, WI, Room 2001.
2. **Roll Call**- Marjorie Bomkamp, Iowa County; Dan Nankee, Iowa County; John Bartels, Lafayette County; Carol Korn, Lafayette County; Leon Wolfe, Lafayette County were present. Jeremy Meek, Iowa County, arrived at 1:10 p.m., during approval of the minutes.

**Others Present**- Cecile McManus, Executive Director; Jan Baker, Financial Officer; Kate Chambers, Lafayette County ADRC; and Rebecca Wetter, Iowa County ADRC.

3. **Certification of Compliance with Open Meeting Law**- Baker stated that notice of the meeting was posted at designated public places 7 days ago. Let the records show that the meeting was properly posted.
4. **Approval of the Agenda for December 18, 2014** *Motion to amend the agenda to strike Item 13.b), and approve the amended agenda made by Bartels; seconded by Nankee. Motion carried.*
5. **Approval of the Minutes of the November 20, 2014 Board Meeting** *A motion was made by Korn to approve the minutes; seconded by Bartels. Motion carried.*
6. **Reports from other Board members and members of the audience**- None.
7. **Aging Resource Center & County Aging Unit Reports**- a. For Lafayette County- Kate Chambers reported that they have a new minibus from an Southwest Opportunity Center grant. A CDL is not needed to drive it. 17 participated in the "Stepping On" classes for falls prevention. They were very happy with the class and want to have it in Darlington again in March. Medicare Part D signup ended. They will look for volunteers for next year. The ADRC has been short two I & A staff at a time when they were crazy busy. It was good that Iowa, Grant, and Green counties helped out. They are working on FAST training (emergency preparedness), and will incorporate more elderly plans into it. Leon complimented Kate because her department will end the year under budget. For Iowa County- Rebecca Wetter said they were also very busy and short I & A staff. The new ADRC assistant started last week. Becky is meeting with the Council of the Blind about working with the ADRC on another "Lunch and Learn" to be hosted at the Dodgeville mealsite in March. The pilot event had 42 participants. That was a great turnout and meal. Many people asked for more of these educational mealtimes. She said we may try it at other mealsites. The "Healthy Living with Diabetes" class starts at Upland Hills in January. "Stepping On" will be offered again in March. Referrals for Elder Abuse are up. These people are referred to the SUN Program for meals.
8. **Monthly Reports-Possible action**- Cash Flow Statement & C.D. Review: Set-aside funds savings account interest added in November was \$1.41. We have \$82,304.91, which equals approximately 2.5 months expenses. Jan's

cashflow statement showed that we have cash on hand of \$27,889.74. Her conservative projection is cash on hand of \$13,789.74 at year end. Nankee asked how that figure compared to the projected income and she told him that 2014 beginning cash was around \$4000. Our 2014 projected income at the end of November was around \$8000. Those two added together equal \$12,000. With the many unknowns, the cash on hand projection is acceptable. Budget Reports: Our net variance income versus expenses of \$7584.20 is favorable. This includes adding \$10,831.00 to allocations, and subtracting \$10,620.00 from grants. Grants for \$8000 and \$2620 were received in 2013 but included in the 2014 budget. For income, we are ahead of budget on ContinuUs(previously "FamilyCare"), and behind on donations. For expenses, we are running under on contracted food(because less congregate meals were served than projected) and over on raw food. Monthly Participant Numbers: From this month last year, all Lafayette County attendance is the same or up. Dodgeville was up in attendance and average donation. Cecile said November was a good month. We are down in Iowa the same amount we are up in Lafayette. The average donation for each county is similar at \$3.97 and \$4.03. *Motion to approve the monthly reports made by Nankee; seconded by Bartels. Motion carried.*

**9. Working Agreement between SUN and County Units-Possible Action**

*Motion to approve the 2015 working agreement drafted with the same language as last year made by Korn; seconded by Bomkamp. Motion carried. Kate Chambers and Rebecca Wetter excused themselves.*

**10. Facility Agreements for 2015/2016-possible action**

Benton VFW increased their rent by \$110 per month, but that increase is paid for by the city. Arena Manor lowered their rent by \$25 per month, bringing it to \$50. The Village of Highland discontinued paying the mealsite owner \$100 per month because the counts are low. Bartels recommended negotiating, offering the mealsite \$50 per month to start. *Motion by Bomkamp to approve facility agreements, including the modification to Highland; seconded by Nankee. Motion carried.*

**11. 2015 Budget – possible action**

Budget was trimmed to expenses of \$433,708. *Motion to approve budget as presented made by Korn; seconded by Bartels. Motion carried.* Cecile will bring it back next month with the breakdown by county.

**12. Staff or Site Issues** None.

**13. Policy Reviews – possible action**

a) Sick Leave XIX.G *Motion by Bomkamp to continue the policy as written; seconded by Bartels. Motion carried.* b) Pension Plan XXV.C *Motion by Nankee to keep pension match at 5% for 2015; seconded by Meek. Motion carried.*

**14. Annual Letter of Appeal: Progress Report**

Cecile said the total appeal letter donations is \$3770. There was no newspaper publicity done as had been discussed. Per Cecile, both the Republican Journal and Dodgeville Chronicle stated an article could not be done if we are soliciting; it had to be a paid ad. *Motion made by Korn to recognize the donors in a thank you note to be published in the newspapers; seconded by Bartels. Motion carried.*

- 15. Nutrition Assessment-Follow-Up**– Cecile said she got an extension to turn her report in, and will be turning it in tomorrow. She had asked ContinuUs for an increase, but they said they can only give us the \$8.75 maximum per meal we get now.
- 16. Directors Report**- A couple of years ago Cecile tried to do a pie fundraiser for SUN but it didn't go anywhere. Our building and SUN staff did a pie fundraiser for our maintenance man, Mark. We (ADRC and SUN per Cecile) plan to do another before Thanksgiving for SUN.
- 17. Grant Update** Cecile asked for \$3,820, and got \$4000, to try to expand Dodgeville congregate participation by taking the people to the site. She said the ADRC will help with marketing and publicity. She got \$1,025 from the Biddick Foundation which will be used for Hollandale and Dodgeville home-delivery supplies. Cecile applied for \$500 from Kiwanis to help pay for the emergency meals we provided.
- 18. Training Request-possible action** Cecile said her state conference is April 17<sup>th</sup> through 19<sup>th</sup>.
- 19. Chairperson's Report** None
- 20. Vouchers-possible action** Motion by Bartels to approve vouchers presented for signing; seconded by Korn. Motion carried.
- 21. Next Meeting Date & Adjournment** **Next meeting will be January 22nd at the HHS Building, 303 W. Chapel St, Dodgeville, WI, at 1:00 pm.** *Motion by Nankee to adjourn meeting; seconded by Bomkamp. Motion carried.* Meeting adjourned 3:00 p.m.